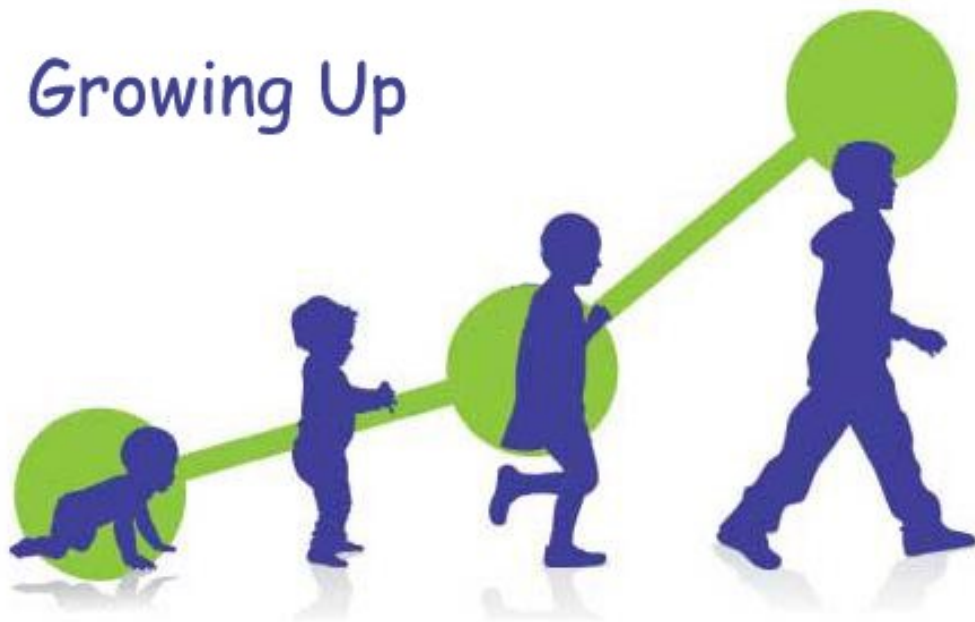


ERDC Policy Update Training

Changes effective October 1, 2015

Growing Up



Self Sufficiency Training Unit



List of Changes effective October 1, 2015

- **12 month ERDC eligibility**
- **Priority Child Care Processing (HLL)**
- **Reporting Changes on ERDC Form DHS 862**
- **Authorized Work Search for Job Loss (AWS)**
- **Authorized Medical Leave (AML)**
- **Authorized Military Transition (AMT)**
- **Copays and Child Care Billing Forms**
- **Income above 185% FPL during certification period and at recertification**
- **Working Student Child Care hours (STU)**
- **Self-employed customers can apply for ERDC**
- **Summary of New Codes**

12 month ERDC Eligibility

Effective October 1, 2015 ERDC will be certified for no less than 12 months.

The 12 month certification protects the family's eligibility through job changes or a temporary job loss. This is designed to benefit the child so they can stay with the same provider over a long period of time. Studies have shown that when a child remains with the same provider it is beneficial to their development and the family's stability.

Prog	Br	Case	SCD	WCMI	Case	Stat
M5	2402	NV7255	7			
	Incm	NEW		Req Date	10-01-15	
Eff Date	10-01-15	#	Hse	02	#	OHP 00
Reas		Ntce		Prnt		943
CC Wrk Hrs	172		#	ERDC	02	
Act Prov	N TANF	Sit	End			Pre
APR	09/30/2016			Prem Stat:		

Initial eligibility and recertification

Set up an ERDC case for a full 12 month certification period and do not place in the Simplified Reporting System (SRS).

- Code BAS as a C/D **and N/R with effective date**
- No longer code **SRS** case descriptor and need resource
- Do not align ERDC with SNAP expiration certification dates unless the customer is applying for both programs at the same time.

Workers do not need to remove SRS from existing ERDC cases. A system update will occur on 09/30/15 to remove all SRS coding on existing ERDC cases. APR dates will remain untouched.

Required Verification

Applicants must provide verification of the following at initial certification and recertification:

- Income from the last 30 days (paystubs, employer letter, phone call to employer, or the work number)
- Work hours per week (paystubs, employer letter, phone call to employer, and work number)
- Work schedule that clearly shows the customer's name. Work schedule should have enough information to be reflective of their CC Wrk Hrs and can include:
 - Copy of posted work schedule from the customer's job
 - Printout or copy of schedule from work internet site
 - Scanned copy of work schedule, including picture taken from smart phone
 - Calendar completed by customer with their manager's signature
 - Letter from employer or phone call to employer
- If child receiving subsidy is non-citizen, verification of non-citizenship status
- Second parent/spouse in home not able to provide adequate care; this includes situations that Child Welfare has determined the second parent should not be left alone with the child.
- Why a child 12 or older needs care, or why a child needs special care

For current ERDC cases, determine the family's eligibility at recertification and if the family is eligible, certify the case for 12 months.



The system will begin to send automatic approval notices to ERDC customers once their eligibility has been determined and saved in the system.

Approval Notice

Your family has been approved for Employment Related Day Care (ERDC) benefits.

Benefit start date: XX/XX/XXXX

Child care copay: \$XXXX.XX

Authorized child care hours: XXX

Your copay is based on XX people and \$XXXX.XX countable income. Your ERDC benefits will start on XX/XX/XXXX and end XX/XX/XXXX. If you need child care benefits after that date, you will need to reapply.

Your benefit start date may be different from the date your provider becomes eligible. Child care providers must be approved by DHS and in active status. DHS cannot pay for any child care provided before your provider is in an approved status. Your ERDC case will close if you do not use a DHS approved child care provider. If you have questions about getting your provider approved call Direct Pay Unit at 1-800-699-9074.

Finding child care is a big decision. High quality, stable child care is important for helping children get ready for school and remain successful during school. It is important to ask the provider questions and to visit the child care site to make sure it will be a good fit for your family. Daily activities, a comfortable, inviting environment, healthy meals and the provider's experience and training can all make a big difference. Contact your local Child Care Resource and Referral office to speak with someone about how to find high quality child care in your area that meets your family's needs www.oregonccrr.com

More information about your ERDC benefits and quality child care is available in the DHS 7478 Parent Guide to Child Care. Request a copy at any DHS branch office or download at https://aix-xweblp.state.or.us/es_xweb/FORMS/

You must report changes. A list of changes to report can be found on DHS 862 change reporting form.

Changes in income must be reported if your household gross income is expected to increase at or above the amounts listed below:

Family size:	2	3	4	5	6	7	8
Monthly gross income:	\$3,994	\$4,362	\$5,089	\$5,919	\$6,785	\$7,652	\$8,519

Report changes by mail, phone or in person to your local DHS office.

Oregon Administrative Rules: 461-110-0210, 461-110-0350, 461-110-0530, 461-110-0630, 461-110-0750, 461-135-0400, 461-135-0415, 461-150-0060, 461-155-0150, 461-160-0040, 461-165-0180

If you disagree with this action, you have the right to a hearing. Read Part 1 on the back of this form for more information.

New employment with commission based or on call jobs

When an applicant states that they have been recently hired for a commission based or on-call position, they do not know what their hours will be or what their pay will be. Workers will need to pend for the employer's prospective income and hours for the position based on other employees. If the customer is unable to supply verification, the eligibility criteria has not been met and their application is denied.

ERDC cases *cannot* be closed when:

- There are temporary job changes such as; medical leave, seasonal work, and breaks in work schedule (summer or winter break during the school year) or short term layoff.
- Permanent job loss occurs with good cause.
- Income goes above 185% FPL during the certification period, but stays under the ERDC ongoing income limit.
- Unemployed parent or spouse moves into the household during the certification period.

Ongoing ERDC Income Limit during certification and at recertification	
Family size	Monthly gross income
2	\$3,994
3	\$4,362
4	\$5,089
5	\$5,919
6	\$6,785
7	\$7,652
8	\$8,519

In the ERDC program taking action on reported job changes during the 12 month certification period is limited.

We can increase verified authorized child care hours during certification and decrease verified income during the certification period.

We cannot decrease child care hours or increase income during the certification.

Note: Action on income can be made when a new member of the filing group enters the household, i.e., second parent, spouse, or child.

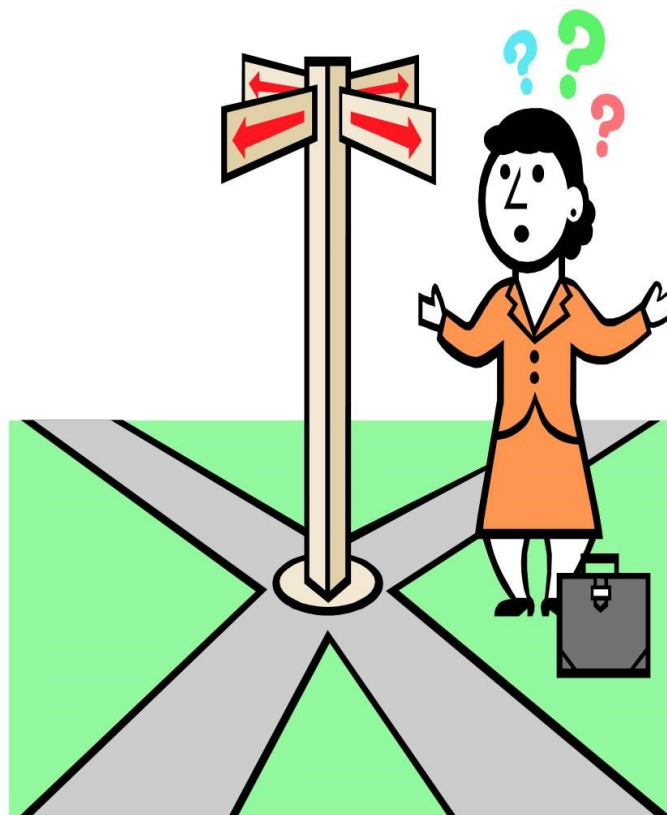
Actions to reduce hours are not taken because the child may need to continue to attend a child care program at the same level of hours to keep their spot at the program. ***Keeping kids in Quality Child Care***

Example: Parent no longer employed

A certified center requires a child to attend at least 136 hours per month in order to maintain their spot at the center, because they only have full-time spots available.

In this situation, the family can continue to use their ERDC up to the full-time rate to maintain the child's spot at the center. We would add Authorized Work Search (AWS) need/resource code under the parent not working. While the parent is looking for another job or they are off work due to a temporary break, their case remains open. Child care hours are not adjusted.

Note: TANF NNCR can also receive ERDC.



Priority Child Care Processing

C/D HLL (for homeless families only)

Priority child care processing is intended to begin child care benefits for homeless youth and foster children immediately, even if they do not have proof of income or a work schedule.

Eligibility is determined and if verification is needed, the customer is given a 210 with the 'priority child care processing' box marked. Once verification is received, the case is updated and 10-day notice is sent for any reduction in benefits or case closure. No overpayments will be written for the time the case was pending for income verification.

Example: DOR 10/31/15

- ☒ Priority child care processing: Your child care benefits are open from 10/01/15 to 12/31/15 while we wait for the above listed things. If we get these things by 12/14/15, we will decide if you qualify for child care benefits to continue. If you do not return these things, you will not receive a separate notice when your case closes on 12/31/15. OAR 461-170-0150(2) & 461-175-0300(5)(c)

For a foster child, a customer must indicate that they need child care for a child receiving foster care. Remember, children receiving foster care qualify for child care up through 17 (SNA) if there is a child care need.

Homeless families are defined as an individual who is lacking a fixed regular and adequate nighttime residence this includes living in an emergency shelter, shared housing with others due to loss of housing or economic hardship, staying in motels, cars, parks, public places, tents, trailers, or other similar settings.

Questions regarding care for a foster child and homeless status are being added to the applications. Review these questions to determine if the customer qualifies for priority processing during the intake interview. Priority processing is only needed if the customer does not provide verification of income and/or work schedule. If the worker determines that the customer qualifies for priority processing complete the following:

1. Complete a pend notice (210) requesting verification of income and/or work schedule; providing 45 days from DOR.
2. Ask the customer what they anticipate to be their ongoing income and code on the case
3. Open the ERDC case with a 12 month certification
4. Once verification is received, update the case accordingly and send 10-day notice if necessary
5. If verification is not received, close the case the end of the month following the 45th day from DOR. No closure notice is required if the family does not respond to the 210.
6. Closing the case after compute deadline requires

Priority processing benefits are only for the months that are represented by the 45 day application period, which is between 2-3 months. If the customer provides insufficient income during the intake and the worker is able to verify income with a phone call to the employer, the case is processed with the standard ERDC processing.

Example:

ERDC application DOR 10/30/15.

Customer indicated they are homeless and do not have access to their paystubs. The worker is unable to reach the employer by phone so pends the case using a 210 for an employer letter or the most recent 30 days of income verification.

The customer states that they anticipate working Monday-Friday, between 32-36 hours per week at \$11.00 an hour.

Worker approves ERDC effective 10/01/15

APR 09/30/2016

CC Wrk Hrs: 155 (36 x 4.3 = 154.80, round up)

C/D BAS HLL

N/R EML C \$1608.20 34x11x4.3 (Take average work hours 32-36 = 34)

Reporting Changes on ERDC Form DHS 862

Changes must be reported within 10 days of their occurrence. To report changes customers can use the new ERDC Change Report Form (DHS 862), call their worker, report in person at a DHS office, or submit the information in writing. The following is a list of changes that customers are required to report:

- Job Loss or a break in employment
- Changes in child care provider
- Change of address
- Family household income at or above the ongoing income limit
- A change in membership of the filing group.
- Employment during authorized work search or returning to an employer after medical leave
- Request for student hours
- A discharged military member returning from active duty in a war zone

Ongoing ERDC Income Limit during certification and at recertification	
Family size	Monthly gross income
2	\$3,994
3	\$4,362
4	\$5,089
5	\$5,919
6	\$6,785
7	\$7,652
8	\$8,519

Note: Changes that result in a reduced copay should be acted on for the following month. In some situations, we can cancel and reissue a CCB. Changes that result in an increased copay require a 10-day notice.

Two parent family hours are based on work hours that overlap. Do not change CC WRK HRS unless the family requests additional hours. Both work schedules must be verified to determine if CC WRK HRS can be increased. If there is no overlap, **do not** take any action on the case.



SSP/Employment Related Day Care

Enter address

Enter City, State, ZIP code

Additional line if needed - if not delete

Branch: []	Case number: []	Worker ID: []
Case name: []		

Change Report for Employment Related Day Care (ERDC)

Client name

Client address

Client city, state and ZIP code

Additional line if needed - if not delete

*Keep this form until you have a change to report.
You must report changes within 10 days of the day
they happen. You may call collect if needed.*

What you must report for ERDC:

1. Increase in household monthly income at or above the amounts shown in this table
2. Address change
3. Changing or adding a provider
4. Someone moves in or out, including a child, spouse or parent of an unborn child
5. Someone is no longer working due to job loss or medical leave
6. Employment during authorized work search or returning to an employer after medical leave
7. If requesting child care while you are in school
8. A discharged Military member returning from active duty in a war zone

Household size	Gross monthly income
2	\$3,994
3	\$4,362
4	\$5,089
5	\$5,919
6	\$6,785
7	\$7,652
8 or above	\$8,519

This form is to report changes for Employment Related Day Care (ERDC). If you are getting SNAP, cash or medical benefits, you will have other changes to report.

Changes can be reported by phone, mail or in person. If you mail or bring this form to a Department of Human Service (DHS) office, please complete the section below.

☐ My total household gross income is \$ [] (do not report unless the amount is above the amount shown in the table above for your family size).

☐ [] (name) is no longer working due to ☐ job loss or ☐ medical leave
Date last worked: [] (check one of the above)

☐ A new provider: This is my primary provider: ☐ Yes ☐ No
Provider name: [] Date care began: []

- ☐ I am requesting child care while attending school. Number of hours attending: _____
Name of school: _____
Type of course work: _____ (i.e. online, classroom, vocational) Please attach proof of enrollment, class schedule and financial aid award letter.
- ☐ _____ (Military member name) returned from active duty in a war zone.
Date returned home: _____

By signing this form, I affirm under penalty of perjury I have given true and complete information. I realize that making false statements or hiding information may subject me to state and federal penalties. I have read this form and understand it. This is legally binding.

Full signature of primary person

Date

Our non-discrimination policy

The Department of Human Services (DHS) does not discriminate against anyone. This means that DHS will help all who qualify and will not treat anyone differently because of age, race, color, national origin, gender, religion, political beliefs¹, disability or sexual orientation².

You may file a complaint if you believe DHS treated you differently for any of these reasons.

To file a complaint with the state, you can call the Governor's Advocacy Office at 1-800-442-5238 (TTY 711) or write to their office at:

Governor's Advocacy Office
500 Summer Street NE, E17
Salem, OR 97301
Email: DHS.info@state.or.us

"Equal opportunity is the law!"

The United States Department of Agriculture (USDA) and the United States Health and Human Services (HHS) are equal opportunity providers and employers. Auxiliary aids and services are available upon request to individuals with disabilities.

To file a complaint with USDA and HHS, please read the "Client Discrimination Complaint Information" form (DHS 9001). You can find this form in the "Information and Referral Packet" (DHS 6609).

¹ SNAP clients are protected against political belief discrimination.

² Sexual orientation is protected by the State of Oregon, but not federal laws.

When an income change is reported and the customer states their income is at or above the ongoing ERDC income limit; no verification is required. The ongoing ERDC income limits are included on the ERDC automated approval notice and on the ERDC Change Report form (DHS 862).

Example:

Blanca reports that her children's father, Caleb, moved into her home last week. Caleb works full-time at FiberFab earning \$10 per hour (verification provided).

The worker needs to add Caleb to Blanca's case along with his income. Also, review the household's combined income to their household size. If they are over the income limit, close the case with 10-day notice. If they are not over the income limit, but the copay has gone up, send 10-day notice. Be sure to review the reporting requirements with the customers.

Pending process remains the same

When a change is reported that requires verification, pend using a 210a, allowing at least 10 days for items to be returned.

Reducing copay

If the customer requests that their copay be reduced as a result of their decreased income you will need to do the following:

- Ask if the change is expected to continue for more than one month and if the change will be ongoing.
- Pend (using 210a) requesting verification of income. If verification is received update the income the first of the following month. If pended items not submitted, do not take any action on the case. Just narrate.
- Update the CC deduction if there is a companion SNAP case.
- **Do not** adjust the customer's child care work hours.

Note: *An increase in benefits (i.e. reduced copay) does not require a 10-day notice. However, an increase in benefits for ERDC may cause a decrease in benefits for SNAP and that action would require a 10-day notice.*

Remember: Verification received for ERDC must be acted on for SNAP.

Increasing authorized child care hours

If during certification a customer requests additional child care work hours you will need to do the following:

- Ask if the change is expected to continue for more than one month and if the change will be ongoing. If the change is not expected to continue more than one month no action is needed. Just narrate.
- Pend (using 210a) requesting verification of the increase in work hours **only**. If verification is received adjust the child care work hours up the first of the following month. If the customer does not provide pending items, do not take action on the case. Just narrate.
- **Do not** adjust the copay.

Note: *When the customer supplies income verification, only take action if the income on the case is at or above the ongoing ERDC income limit. If their income is above the limit, close the case with 10-day notice.*

****A work schedule is only required at initial certification and recertification, unless it is a two parent household requesting additional child care hours.**

Adding or removing person from filing/benefit group

If a customer reports a change in the filing group, you will need to do the following:

- If an individual is leaving the filing group, remove the person and their income, if any, and update the #ERDC field. Allow for and send 10-day notice if the change causes an increase in the copay.
- If an individual is entering the filing group, add the person and any income to the case and update the #ERDC field for the first of the following month. Allow for and send 10-day notice if the change causes an increase in the copay or if they are over the ongoing ERDC income limit.

- When a parent or spouse who is not employed enters the home do the following:
 - Add three month AWS code (N/R AWS MM/YYYY) to that person
 - Do not adjust the child care work hours
 - Remind them of the reporting requirements
- If they report employment during the AWS period do the following:
 - Pend for income verification using a 210a.
 - If verification is not received the case will close.
 - If verification is received update the income on the case; allow for 10-day notice.
 - Close if OVI allowing for 10-day notice. If there is a companion SNAP case update income and child care deduction and send the appropriate notice.

How to Reopen a closed ERDC case

Initial ERDC applicants and those who have experienced a break in benefits of a full calendar month or more have their income compared to the 185% FPL chart. If the customer has an existing UCMS case number, workers will need to use **REOPEN** to determine eligibility using the 185% FPL.

Closed cases that can be restored because they're DOR is still within the 45 days and their:

- Case closed for less than 30 days
- Reapplication was turned in late

In this situation, workers will need to use a **RESTORE** to open the case so that the system reads the customers income eligibility at the ongoing ERDC income limit.

Authorized Work Search for Job Loss (AWS)

N/R AWS Month/Year

If a customer experiences a job loss, they may qualify for Authorized Work Search (AWS). The AWS code **waives the copay**. The case will auto close if the customer does not report new employment or return to work before the end of the AWS period. When employment or return to work is reported the worker must remove the AWS code. If it is not removed the case will close.

A job loss can either be permanent or temporary.

- Permanent job loss means the employee was either fired, voluntarily left employment, a short-term job that has ended, or the employee was permanently laid off.
- Temporary job loss is when an employee has a break in work and their employer expects them to return. (This can include when someone is laid off with a return to work date, employed through the school system and not working during summer break, and seasonal job)

When a customer reports a job loss

Ask the customer if they were laid off, quit or were fired. If they quit or were fired, determine good cause. If good cause cannot be determined, close the ERDC case with 10-day notice. If good cause is determined, code AWS with either:

- Three full months if no return to work date – permanent or lay off
- Return to work date

The AWS date cannot extend more than 3 months beyond the APR date. When adding the AWS code **do not** adjust the APR date, the child care work hours, or the income.

Note: *If a customer reports a job loss late we can code AWS for any time remaining.*

Work Search notice

Notice of work search period beginning ERDC

NTCE TITLE:

We received information that you had a job loss or temporary break in employment.

If you had a **permanent job loss** your Employment Related Day Care benefits will continue up to three months. During this time you can use your child care hours while you are looking for work. You may also continue to use your child care if it is required to keep your child's spot at their child care program.

If you had a **temporary break in employment** such as a layoff or seasonal break your benefits will continue through the date you reported to DHS as your return to work date. This will keep your child care benefits open. During this time you can use your child care hours if you are looking for a new job. You may also continue to use your child care if it is required to keep your child's spot at their child care program.

Work search start date: XX/XX/XXXX

Waived child care copay: \$0.00

Authorized child care hours: XXX

Your ERDC case will close on XX/XX/XXXX if you do not report a new job or when you return to work before that date. If your case is closed you will need to reapply for ERDC.

Your copay amount is not changing. Your copay will be temporarily waived from the work search start date XX/XX/XXXX through the month you report a new job or when you return to work. You must report within 10 days. The copay waiver is not valid past the ERDC case closure date of XX/XX/XXXX.

Employment resources:

www.worksourceoregon.org

www.employment.oregon.gov

www.oregonlive.com/jobs/

www.qualityinfo.org

AWS Coding Scenarios

Lay off with return to work date

Customer reports timely they were laid off 1/5/16. They expect to return to work 05/05/2016. N/R AWS 05/2016

Permanent job loss, not expecting to return to employer

Customer reports timely that a job loss occurred November 10th. Good cause is determined.

Worker adds: N/R AWS 02/2016

If during the AWS time the customer reports their employer extended their return to work date, change the AWS date based on this information. The AWS end date cannot exceed three months past the APR date. Be sure to narrate. If questionable, request verification. Contact Childcare.policy@dhsosha.state.or.us for additional guidance.

Return to work date is later than originally reported

APR 08/31/2016

N/R AWS 05/2016

05/03/2016 customer reports return to work date was extended by employer to 07/05/2016. (No verification required unless questionable)

Worker to Update: N/R AWS 07/2016

Note: *There are no limits to how often AWS can be applied to a case during their certification.*

Job loss reported month 10 or 11 of certification period

APR 12/31/2016

Customer reports job loss October 5, 2016 (Good Cause)

Worker to add: N/R AWS 01/2017

Note: AWS date is later than the APR date and will keep the case open

New employment or return to work reported after AWS is established

Customers are required to report within 10-days of the return to work before the AWS date. When a new job or return to work is reported, **remove the AWS code with 10-day notice**. If the customer does not report a new job or return to work, the AWS code will auto close the case and send 10-day notice. If there is not enough time for 10-day notice, change AWS to the following month, allowing for 1 additional month of waived copay and then send 10-day notice.

If the job is reported between months 1-10 of certification

APR 09/30/2016

Customer reported a job loss October 20, 2015 (Good cause)
Worker codes AWS 01/2016

Customer then reports new employment starting December 10, 2015.

Worker uses compute action to remove AWS code for January 1, 2016 and sends 10-day notice. Income remains the same unless lower amount is verified.

Note: During certification **we can** increase CC wrk hours or decrease verified income, **we cannot** decrease CC wrk hours or increase income.

If the job is reported in month 11 of certification

APR 12/31/2016

Customer reported a job loss August 21, 2016 (Good cause)
Worker codes AWS 11/2016

Customer reports new employment starting November 10, 2016.

Worker uses compute action to remove AWS code for December 1, 2016 and sends 10-day notice

Remind the customer to recertify the next month and of their reporting requirements. The application is auto sent 45 days prior to the APR date.

Inform the customer that their copay will revert back to the amount prior to the work search. If the parent states they need:

- More child care hours – pend for verification of hours using a 210a
- Lower copay – pend for verification of income using a 210a

Note: Do not verify income unless the customer states they need the copay lowered. If a customer says they are at or above the ERDC ongoing income limit, verification is not needed. Close the case with 10-day notice.

Job is reported in month 11 after 10-day notice cutoff

APR 12/31/2016

Customer reported a job loss August 21, 2016 (Good cause)

Worker codes **N/R AWS 11/2016**

Customer reports new employment on November 28, 2016. This is past the 10-day notice cutoff.

So, worker updates **N/R AWS 12/2016**

Worker asks customer to submit recertification application.

If the job is reported after the APR date but during the AWS period

APR 12/31/2016

Customer reported a job loss October 16, 2016 (Good cause)

Worker codes **N/R AWS 01/2017** (AWS keeps case open past APR date)

Customer reports new job starting January 10, 2017.

Recertification needs to be completed.

If the customer turned in their application during the APR month, then that application can be used. Worker should ask about any changes that may have occurred during the interview. Once verification is received the worker uses a compute action to recertify the case effective February 1, 2017 and removes AWS coding.

Note: *If restoring a case, send an email to DPU to make the connection.*

When the customer reports new employment or return to work in month 12 of their certification or after their APR date, but during the AWS period, a recertification must be completed.

If the customer submits an application during the AWS period, use that application. If an application is not received, mail one or give information to the customer on how to download an application.

Once the application is received, determine eligibility.

Reporting job loss late

Customers should report a job loss within 10 days of the occurrence.

If the customer reports a job loss late, an AWS code can still be added if time remains in the AWS period.

- Determine good cause and if the customer has a return to work date from employer.
- If good cause, add AWS coding to the customer's case with the remaining time for the three months work search.
- If there is a return to work date, add AWS code with the MM/YY they are scheduled to return to work
- If no good cause, close the case with 10-day notice.

Example:

The job loss occurred in April, but the customer did not report until June. There is no return to work date. The third work search month is July. Code the Need Resource AWS 7/2016.

N/R AWS 07/2016

Note: *If the job loss is reported in the final AWS month and the customer is not working, do not code AWS. Close the ERDC case with 10-day notice.*

The copay will not be waived for current or previous months in situations when job loss was not reported timely.

If the job loss is reported after the AWS period and the customer used the child care subsidy, report as an overpayment.

Note: Adding the AWS code triggers a computer-generated notice to the customer.

Two parent families and job loss

With any permanent job loss determine good cause.

- No good cause – close the case with 10-day notice
- Good cause - add the AWS coding to the adult who is unemployed

AWS coding will close the case if not removed. The copay will be waived while AWS coding is on the case.

If the parent becomes employed during the AWS period, remove the AWS coding with a compute action and send a 10-day notice for a reduction in benefits.

Example:

DOR 10/05/2015

APR 09/30/2016

AD Smith, Becky

C/D BAS

N/R EML C 1200.00 Target N/R BAS 10/2015

CH Jones, Polly

C/D _____

N/R _____

AD Jones, Paul

C/D _____

N/R EML C 1400.00 HomeDepot

Becky becomes unemployed in May. Worker adds N/R AWS 08/2016.

AD Smith, Becky

C/D BAS

N/R EML C 1200.00 Target N/R BAS 10/2015

N/R AWS 08/2016

Paul becomes unemployed in July. The worker does not add the AWS code to Paul; just a note in Beckys N/R AWS (P2 UE 7.16 or see Tracs XXX)

AD Smith, Becky

C/D BAS

N/R EML C 1200,00 Target N/R BAS 10/2015

N/R AWS 08/2016 Paul UE7.16 or Tracs #

Becky becomes employed 8/12/2016. Remove the AWS code and add it to Paul for 10/2016 because his last day of work was in July. Paul will continue his work search period.

AD Smith, Becky

C/D BAS

N/R EML C 1200,00 Target N/R BAS 10/2015

AD Jones, Paul

C/D

N/R EML C 1400.00 HomeDepot N/R AWS 10/2016

Note: 10-day notice not needed when removing the AWS from parent 1 when parent 2 is unemployed. AWS continues to waive the copay. If parent 2 also employed, then send 10-day notice.

The case will close if Paul does not become employed by his AWS date.

If both parents become unemployed at the same time, add the AWS code to just one of the parents. When that parent becomes employed again remove the AWS code with 10-day notice if parent 2 is also employed. AWS should be added to the second parent if they are still unemployed. This will continue to waive the copay.

Do not change the income or hours coded on the case unless the customer states their new income is lower. If the income is lower pend for verification using a 210a. Update the case once the verification is received. If income verification is not received, do not change the income on the case. Just narrate.

Second parent moves in and is unemployed

If customer reports the second parent has moved in and is unemployed, determine if the family is still eligible for ERDC benefits (is there a child care need, etc.) If they are eligible:

- Verify and add any unearned income to the case (UC, SSI/SSD, etc)
- Give 10-day notice if this results in a copay increase.
- Code AWS with the third month after the second parent moved in.

If the customer did not report timely, AWS can be coded based on the date the parent moved into the household, if there is time remaining in the work search period.

If the customer reported the second parent moved in later than the AWS date period, refer the case to overpayment.

Example:

Dad calls on June 10th to report that the children's mom has moved back home. During the conversation, the worker determined mom returned in April and is not employed.

Worker adds: **N/R AWS 07/2015** code under mom.

Note: For two parent families, when the second parent becomes employed do not adjust child care work hours, unless it is verified that the overlapping hours are more than what is currently coded on the ERDC case.



New job with lower income

If a customer states they are earning less, the worker requests verification of income (send 210a). If the income verification shows less than previous, the worker will update the income on the case so that the copay will be lowered. The worker will not adjust the CC work hours.

New job with higher income

Customer states their wages or hours increased and they need more child care hours, the worker requests verification of hours only (send 210a). If the verification shows more hours, the worker will increase the authorized child care hours only. The worker will not adjust the income. If the new income is at or above the ongoing ERDC income limit, the case will close for OVI.

A work schedule is required if it is a two parent household requesting additional child care work hours.

Notices sent to customer regarding AWS

The customer will receive two notices regarding the AWS work search coding. One notice will be sent when the AWS need resource code is added to their case. An additional notice will be mailed to the customer if the AWS code has not been removed; this is the 10-day closing notice. No additional action is needed from the eligibility worker if the customer does not contact DHS to report new employment prior to the AWS date.



Authorized Medical Leave (AML)

N/R AML Month/Year

Families who have a parent on medical leave can continue to use their ERDC during the leave. Authorized child care hours can be used and can continue at a full or part-time rate for the child care to continue while the parent tends to their recovery time.

Medical leave includes maternity leave.

Authorized Medical Leave, AML is the need resource code. With the exception of maternity leave, the need resource date will be the month and year listed on the prognosis from the verification received. Maternity leave will receive a full three months, beginning the month following the request.

If the customer chooses not to return to work at the date they are cleared by their doctor, the case will close at the end of the AML period. ***AML does not waive the copay.***

As a worker you'll need to do the following:

- Request verification of medical leave (except maternity), including diagnosis, prognosis, and expected time period off work (use 210a).
- Maternity leave does not require verification.
- Ask customer if they are or will be receiving workers compensation, disability or any other income during this time. If they will and this income is not already coded on the case is less than current eml, request verification using a 210a.
- If customer is not receiving income during medical leave, code N/R EML C 1.00 (previous 1500) and no verification is needed.
- Ask customer if they're planning to return to their current employer
- Code AML as a need resource with the expected last month of medical leave that is provided by verification. Customers can extend this date if their medical leave goes beyond the anticipated time period. Additional verification is required.

- When the customer returns to work, change the income back to the income coded prior to their medical leave, unless new income verification shows lower income. If, as a result, the copay increases send a 10-day notice.
- Medical leave cannot be extended more than three months beyond the APR date.
- Returning to work at recertification will require new income verification.

If the customer reports a permanent job loss from their employer due to medical leave, they may need the additional three month work search (AWS code) after the medical leave ends. If the customer reports that they are cleared to work and it was a permanent job loss, remove the medical leave code and add the AWS code to waive the copay.

Two parent households would follow the same process as above including:

- Removing any income not received during AML period. Make a notation stating income amount in the explanation field, or TRACS narration number when coding AML
- AML code cannot be on two people in the same filing group at the same time



AML Coding Scenarios

Maternity leave with return to work date

Customer is on maternity leave beginning 2/5/16 and provided verification. This is reported timely.

N/R AML 05/2016 N/R EML C 1200.00 Short-term dis

Note: AML coding does not waive the copay. Adjust their income if it is lower. If different income, request verification, such as short-term disability.

Return to work date extended

Customer calls 03/10/16 to say she is going in for a C-Section the next morning so she won't return to work until 06/05/15. Customer faxed verification. This is reported timely.

Worker adds: **N/R AML 06/2016**

Note: Extend AML to the verified month. Be sure to narrate.



Authorized Military Transition (AMT)

N/R AMT Month/Year

Military parents who have been discharged and are returning home after active duty in a military war zone are allowed up to six months' time to transition. The intent of AMT is to allow child care usage (at the same level) for the purpose of family transition activities, work search, medical appointments, and other activities needed for the caretaker returning from a military war zone to acclimate to civilian life. This allows the children to maintain a routine and continuity of care during the 6 month transition. The family does not need to identify what the transition activities are – it is based on the needs of the individual.

Workers will need to allow up to 6 months transition period

- By adding AMT (Authorized Military Transition) need resource code (n/r) and 6 months, starting the month after they return home. Do not adjust the income, child care hours or APR date.
- The AMT n/r code will waive the copay and close the case at the end of the 6 months. The 6 months can extend beyond the certification period, overriding the APR date.
- **If they don't report timely** start the six month count the month after they returned home. However, the waiver will begin the month after the change is reported.
- The AMT code ends before 6 months if the military member returns to active duty.
- If the military member becomes employed during the 6 month period
 - Only adjust the income if it is less than the amount prior to AMT; verification will be needed. Do not adjust the income if it is higher; the child care hours may be adjusted up if they need more hours (verification of hours will be needed).
 - Do not remove the AMT when new employment is reported prior to the end of the 6 month transition; AMT allows the copay to continue to be waived for the full 6 months. Track the case to remove the AMT code at the end of the 6 months:

- A reapplication is needed if the end of the 6 month transition occurs the last month of the certification or if AMT extends beyond the APR date;
- If there are months remaining in the certification remove AMT at the end of 6 months; allowing ERDC to continue through the end of the certification. Send 10-day notice.

Follow policy for acting on filing group changes if a discharged military member returning from active duty in a war zone joins a household. Their income will need to be considered. If benefits to the customer decrease, send 10-day notice.

Note: *Active duty means they are in the military full time. If a military member return home and is still in active duty or a member of a National Guard or U.S. Armed Forces Reserve Unit (not discharged) there is no need for a transition period. The ERDC case will remain the same.*



AMT Coding Scenarios

Military Discharge from War Zone

APR 09/30/2016

Customer calls 12/02/15 to say that her husband has returned home from fighting in the war and that he's been discharged.

Worker adds: **N/R AMT 06/2016**

Note: AMT coding waives the copay. No verification required. Be sure to narrate.



Child Care Billing Forms and Copays

Child Care Billing (CCB) forms can be canceled and reissued in the month of a job loss or if significant decrease in income reported in the month and:

- The job loss was early in the month and customer does not have enough income to cover the copay
- A permanent reduction in income has occurred early in the month and the customer does not have enough income to pay
- The change in the copay amount is \$25.00 or more.

The adjusted copay amount is based on the actual income for that month. The lowest copay is \$27. The worker will need to use the copay calculator to determine the copay amount. Contact your DPU Representative by email to arrange for the CCB to be canceled and reissued with the new copay.

Examples:

Scenario 1: Job loss occurs on June 5th. The customer will receive a full check from the last week of May and 3 days from June. June's income is not enough to cover the household expenses and the copay. The CCB can be canceled and reissued based on the actual income received in that month.

Scenario 2: Job loss occurs on June 23rd. Based on the customers pay dates, they will receive almost a full month pay for June. The customer already paid the copay to the child care provider. Do not cancel and reissue the CCB.

Note: *If the customer applies for and is eligible for TANF as a result of a permanent job loss or reduction in work hours, you will need to close the ERDC case.*

Income above 185% FPL during certification period and at recertification

The income limit at initial certification is lower than the income limit during the certification period and at recertification.

When a family applies for ERDC as a new applicant use the 185% FPL to determine eligibility.

Once a family is approved for ERDC benefits, they'll receive a computer-generated approval notice. The notice will give the family their copay amount and explain what they will need to report.

Changes in income do not need to be reported unless they go above the table listed to the right that shows the ERDC income limit during the certification and recertification.

If the customer reports changes to their income that reduces the copay you can take action and change the income, but only if it is expected to continue.

The income limit at recertification is higher to allow families to continue receiving ERDC benefits.

ERDC Income Limit at initial certification	
Family Size	Gross income 185% FPL
2	\$2,457
3	\$3,099
4	\$3,739
5	\$4,381
6	\$5,023
7	\$5,663
8 or more	\$6,305

Ongoing ERDC Income Limit during certification and at recertification	
Family size	Monthly gross income
2	\$3,994
3	\$4,362
4	\$5,089
5	\$5,919
6	\$6,785
7	\$7,652
8	\$8,519

Student Child Care hours

C/D STU

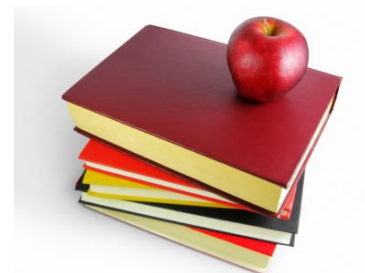
Customers applying for ERDC and found eligible can also request child care for student hours. New applicants must complete the ERDC application. Existing customers can request student hours using the ERDC change report (DHS 862), by phone, in person or email.

If at initial application, the customer is applying for ERDC for both work and student hours, employment hours are not authorized until all school hours can be determined.

In order for a customer to qualify for ERDC as a student they must meet the following:

- Be employed
- Have an allowable child care need under the ERDC program prior to adding student hours
- Be enrolled at a higher education institution approved to receive federal financial aid
- Be enrolled in a program of study or training oriented toward improving employment opportunities including completion of a degree, certificate or comparable credential. Online coursework for an approved institution is allowable.

Total authorized working and student child care hours cannot exceed the maximum hours allowed by ERDC program rules, which is 215 (172 CC Wrk Hrs + 25% commute time). No EXH.



STU Coding Scenarios

Example:

If customer is working full-time, 40 hours per week they would not be eligible for student hours because they've already received the maximum hours (172 + 25% commute time).

Extra hours (EXH) will not be allowed when authorizing student hours.

A minimum of 50% of the Child Care Work Hours must be for employment before authorizing student hours. The student hours authorized cannot exceed the working hours.

Example:

The parent is working 15 hours per week and going to school 20 hours. We can only authorize 15 of the student hours because the parent is working 15 hours.

Note: Questions regarding student hours will be added to the 415f, 7470 and 7476 for 10/01/15.

Two parent households

Two parent households must meet ERDC eligibility and have a child care need prior to considering authorization of student hours. Overlapping work hours must make up a minimum of 50% of the total authorized child care hours.

When determining the student hours review the overlapping work hours first to determine how many student hours can be allowed. Then review the overlapping class hours to determine the child care need.

Example: Two parent work schedule with overlapping work hours

Parent 1 works Monday-Friday, 7am-3:30pm

Parent 2 works Monday, Tuesday and Wednesday, 8am-12pm and attends higher education class from 1pm-3pm Monday-Friday and 8am-12pm on Saturday.

Overlapping work hours = 12 hours a week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Parent 1	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	
Parent 2	8am-12pm	8am-12pm	8am-12pm			
Parent 2 school	1pm-3pm	1pm-3pm	1pm-3pm			8am-12pm

Their overlapping work hours are 12 hours a week (M, T, & W from 8am-12pm)

Parent 2 is a student and verified they attend 10 hours of classes per week, but the only child care need is Monday through Wednesday (6 hours).

Worker will authorize 18 hours a week for employment and student hours.

Example: Two parent schedule without overlapping work hours

Parent 1 works a graveyard shift M-F 11:30pm-8am and attends classes on Tuesday and Thursday from 12pm-3pm. Parent 2 works from 10am-5pm M-F.

This family is not eligible because they do not have any overlapping work hours. Though the student hours overlap with Parent 2's work hours we cannot authorize any student hours. The family must have a child care need related to employment in order to be considered for student hours.

Verification required for Student Child Care Hours

The case will be pended using a 210a to request the required documentation. The financial aid award letter is already required at certification and recertification even if the family is not requesting student hours. If it was not provided previously, the worker should include the financial aid award letter on the 210a when a request is made on student hours.

The following documentation is required in order for workers to authorize student hours:

- Verification of registration
- Current or upcoming class schedule (printout)

Workers will determine eligibility, update the case with the STU case descriptor and code the additional hours on the CC WRK HRS field. Approved student hours must be narrated along with the reason for the schooling (i.e. the certificate or degree being completed),

If the customer has a job loss, they can continue attending school during their job search period. ERDC benefits for both employment and education will end at the end of the job search period if new employment is not established. Federal work study are employment hours.

Customers who stop attending school or have completed their schooling will see no change in their authorized hours until recertification.



Self-employed customers

Customers who are solely self-employed are eligible to apply for ERDC.

When determining if a customer is self-employed follow the criteria in *FSM, Ch. 11, section C*.

Self-employed income and determining costs

Self-employed customers must verify their income, just like income from any other source. Business that have completed the most recent year tax returns should be pended for tax documents. If tax documents are not available other sources can be used.

If a self-employed customer has at least \$1 in costs associated with their business, workers can reduce their gross verified income by 50% (costs in this scenario do not need to be verified as most businesses have at least \$1 in costs).

Self-employment income is coded as SLF on UCMS. The SLF code does not calculate the income at a percentage. When coding SLF income code the actual amount intended. If the income is \$1,000 and a 50% reduction was given code SLF C \$500.00. EML must be coded on the UCMS. If the customer is solely self-employed, add N/R EML C 1.00 must be on case and adjust the SLF income by -\$1.00. Be sure to narrate.

Example:

Customer is self-employed landscaper, three in the filing group, verifies gross income at \$3,000 per month.

Customer states they have costs associated with their landscaping business that do not exceed 50% of their gross income.

Worker adds:

N/R SLF C 1499.00 50% ded

N/R EML C 1.00 must code

Self-employed costs above 50%

In the ERDC program, customer's allowable costs exceeding 50% of their gross income can be applied. Once verification is received, code the income SLF at the verified reduced amount.

Example:

Customer is self-employed construction contractor, three in the filing group, verifies gross income at \$3,000 per month.

Customer states that because they are just starting their business, they are required to purchase equipment and their costs are 75% of their gross income. Customer provides verification of costs with copies of credit card statements, receipts and general ledger.

Worker adds:

CC Wrk Hrs: 82 ($\$750/\$9.25 = 81.08$, round up 82)

N/R SLF C 749.00 75% ded

N/R EML C 1.00 must code

Child care hours for self-employed

Child care hours can be authorized during the time a parent or caretaker is solely self-employed. Child care hours are determined by taking the gross income after costs and dividing it by Oregon's current minimum wage. Self-employed customers "self-verify" their work schedule.

Example:

Family of three verifies self-employed income at \$3,000 and they have at least \$1 in costs. The 50% deduction is given.

Worker calculates:

$\$3,000/50\% = \$1,500$

Worker adds:

CC Wrk Hrs: 163 ($\$1,500 / \$9.25 = 162.16$ round up to 163)

N/R SLF C 1499.00 50% ded

N/R EML C 1.00 must code

If the customer needs additional hours, workers can divide their gross income without costs by Oregon's minimum wage. This will provide additional child care hours, but will also ***increase their copay*** as this will be the income used to determine their copay. The customer can decide which option to use. Be sure to narrate.

Example:

Customer states they need more than 163 child care hours.

Worker calculates

$\$3000/\$9.25 = 342.32$ (Child Care Hours not to exceed 172)

CC Wrk Hrs: 172

N/R SLF C 2999.00 no ded

N/R EML C 1.00 must code

Example:

Customers are self-employed for their own business, earning a gross of \$3,000 per month and they have at least \$1 in costs. 50% deduction is given.

Worker calculates:

$\$3,000/50\% = \$1,500/2 \text{ people} = \750 per person

CC Wrk Hrs: 82 ($\$750.00/\$9.25 = 81.08$, round up to 82)

Worker adds:

Parent 1

N/R SLF C 749.00 1500/2 50%ded

N/R EML C 1.00 must have on case

Parent 2

N/R SLF C 750.00 1500/2 50%ded

Recertification application (DHS 7476)

The recertification application will be mailed to customers 45 days prior to the APR date.

If the customer submits their recertification application during the AWS, AML or AMT period, but is not yet employed, deny the application. Applications denied for this reason, can be used if the customer reports new employment by the end of the AWS period.

ERDC cases *can be closed when*:

- Caretaker has a permanent job loss and good cause not determined
- Job loss occurs and is not reported within a three month or return to work AWS period
- New employment is not obtained by the AWS or AMT need resource date
- The total household income is at or above the ongoing ERDC income limit in the table:
- No DHS listed provider is connected to the case. These cases are auto closed by the system.
- Copay not met
- Parent or spouse moves into the household during the certification period and puts the household income above the ERDC ongoing income limit
- The family moves out of state
- A request to end benefits is made
- The family applies for and is eligible for TANF
- ERDC eligibility was determined based on fraudulent information

Family Size	Ongoing ERDC Income Limit (Gross)
2	\$3,994
3	\$4,362
4	\$5,089
5	\$5,919
6	\$6,785
7	\$7,652
8	\$8,519

Summary of New ERDC Codes eff. 10/01/2015

Need Resource Code	Definition	Coding Example	Time Frame	Verification required?
BAS	Basic Child Care	N/R <u>BAS</u> <u>MM/YYYY</u>	Effective Date	Yes, to determine eligibility
AWS	Authorized Work Search	N/R <u>AWS</u> <u>MM/YYYY</u>	*Up to three full months	No, determine good cause
AWS	Authorized Work Search	N/R <u>AWS</u> <u>MM/YYYY</u>	*Based on return to work date	No, unless questionable
AML	Authorized Medical Leave	N/R <u>AML</u> <u>MM/YYYY</u>	*Based on doctors note or three full months for maternity	Yes, diagnosis & prognosis from doctor (exclude maternity leave)
AMT	Authorized Military Transition	N/R <u>AMT</u> <u>MM/YYYY</u>	**Six months -first month following return	No, take statement about discharge
Case Descriptor	Definition	Coding Example	Time Frame	Verification required?
STU	Student	C/D <u>STU</u>	1-12 months	Yes, registration and class schedule
HLL	Homeless	C/D <u>HLL</u>	12 Months Remains on the case	No

*Cannot exceed 3 months beyond APR date

**Cannot exceed 6 months beyond APR date